

VENTURA LAFCO

WATER & WASTEWATER SERVICE REVIEW

PART I

1. Contact Information (all agencies)

a. Name of City/District: Ventura County Waterworks District No. 19

Mailing Address: 7150 Walnut Canyon Road

City Moorpark State CA Zip 93021-

Primary Office Address (if different): _____

City _____ State CA Zip _____

Telephone: (805) 584-4829 Fax: (805) 529-7542

E-Mail: _____

b. Manager (Chief Staff Official):

Last Name: Pakala First Name: R. Reddy

Title Manager

Mailing Address (if different than contact):

Address Same

City: _____ State: CA Zip _____

Telephone (805) 584-4830 Ext _____ Fax (805) 529-7542

E-mail: Reddy.Pakala@mail.co.ventura.ca.us

c. Contact (if different than manager):

Last Name: _____ First Name: _____

Title _____

Address: _____

City: _____ State: CA Zip _____

Telephon _____ Ext.: _____ Fa _____

E-mail: _____

d. Legal Counsel: Tony Waters

Title: Assistant County Counsel

Mailing Address (if diferent than m 800 S. Victoria Ave.

City: Ventura State: CA Zip 93009-1830

Telephone (805) 654-2583 Ext: _____ Fax _____

E-mail _____

Agency Name:

Ventura County Waterworks District No. 19

Goverance Information (all agencies)

a. Agency Type (check all that apply)

☐ City Date of Incorporation: _____

☐ General Law ☐ Charter

☒ Independent Special District ☐ Dependent Special District

Enabling Legislation (citation for principal act)

Date of Formation: 11/4/1980

b. Governing Body:

☐ City Council ☐ Board or Directors ☒ Other (specify) _____

Number of Members 5

How are members selected ☐ at large vote ☒ voting districts

☐ voting divisions ☐ appointment at large ☐ appointment by district

☐ other (specify) _____

If elected, date of last election 11/01/2002

How may members ran unopposed: _____

Terms of office ☒ 4 year ☐ 2 year

☐ Other (specify) _____

c. Current Member Data (attach extra sheets if needed)

Name: Steve Bennett Title: Conuty Supervisor District 1

☒ Elected or ☐ Appointed Expiration Date of Term: 1/ 3/2005

Name: Linda Parks Title: Conuty Supervisor District 2

☒ Elected or ☐ Appointed Expiration Date of Term: 1/ 6/2007

Name: Kathy I. Long Title: Conuty Supervisor District 3

☒ Elected or ☐ Appointed Expiration Date of Term: 1/ 3/2005

Name: Judy Mikels Title: Conuty Supervisor District 4

☒ Elected or ☐ Appointed Expiration Date of Term: 1/ 6/2007

Name: John K. Flynn Title: Conuty Supervisor District

☒ Elected or ☐ Appointed Expiration Date of Term: 1/ 3/2005

Name: _____ Title: _____

☐ Elected or ☐ Appointed Expiration Date of Term: _____

Name: _____ Title: _____

☐ Elected or ☐ Appointed Expiration Date of Term: _____

Agency Name: Ventura County Waterworks District No. 19

d. Compensation (of elected officials)

Basic Stipend: \$7,083.33 ☐ per meeting or ☒ per month

District compensation: ☐ GovCompDC Mileage amount per mile:

☐ Meals ☐ Monthly travel Amount:

☐ Other Spec

Insurance Coverage ☐ Life

☐ Medical ☐ Dental

☐ Other (Specify): Amount:

Retirement Benef

Amount:

Is there a limit on the amount a board member/city council member can earn

☐ Check for Yes blank for No Amount:

Are new board members provided with an orientation session with the General Manager/City Manager?

☐ Check for Yes blank for No With Legal Council? ☐ Check for Yes blank for No

e. Meeting Information

Regular Scheduled meetings day:: Tuesday Time: 8:30 AM

Regular meeting location: Address: 800 S. Victoria Ave

City: Ventura

ZipCode: 93009

Is location easily accessible to the public ☒ Check for Yes blank for No

Does the location of your meetings comply with requirements of the Americans with Disabilities Act (ADA)? ☒ Check for Yes blank for No

List ways notice of regular meetings is given to the public:

Posted on the bulletin board at County Government Center and on County web

Does your agency conduct regular reviews of the requirements of the

Brown Act ☒ Check for Yes blank for No FPPC ☒ Check for Yes blank for No

Public disclosure requirements ☒ Check for Yes blank for No

Date of Last review session:

Has your agency been cited for a violation of the Brown Act and/or FPPC regulations in the previous two years?

☐ Check for Yes blank for No

Agency Name:

Ventura County Waterworks District No. 19

3. Employee Information (all agencies)

Executive/Management staff is defined as department head or above; Professional/Support is defined as staff whose primary function is related to supervision, management or administration of wastewater functions; Operational staff is defined as staff whose primary function is the direct provision of water or wastewater services.

a. Total No. of Employees 52

Executive and Management 7 Professional and Support 18

Operational: 27 Other (Specify): _____ Number: _____

b. Number of Employees in all aspects of Water Service

Executive and Management 6 Professional and Support 18

Operational 20 Other (Specify) _____ Number: _____

c. Number of Employees in all aspects of Wastewater Service

Executive and Management 6 Professional and Support 18

Operational 7 Other (Specify) _____ Number: _____

d. How many employee bargaining units are recognized? (list the number and the name of each bargaining unit):

1-SEIU Local 998

How many Employees are represented: Agency Total: 45

Water Service: 38

Wastewater Service 25

What are the dates and terms of the last bargaining agreements

July 2001, 4 year term

4. Financial Information (all agencies)

a. Service Cost Information:

List current rates for all categories of services

See attached rate sheet

Water Agencies – what are the rates in terms of acre-feet

See attached rate sheet

Wastewater Agencies – what are the rates in terms of MGD _____

Rate changes in last two years:

Lift Chg: 4.06% (7/01); Water Comm Rate: 7%(1/03)

Specify rate changes anticipated in next two years:

Specify any rate differential charged for customers in the agency's boundaries versus rates charged for customers outside agency's boundaries?

See attached rate sheet

b. Budget Information for the Last Three Fiscal years:

Are adopted budgets posted on the agency website? ☒ Check for Yes Blank for No

Are copies of adopted budgets available to the public ☒ Check for Yes Blank for No

FY 2000-2001: Revenues: 1,670,678 Expenses: 1,528,655

Capital Improvements: 84,006 Reserves: 1,731,343

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: _____

FY 2001-2002: Revenues: 1,766,371 Expenses: 1,498,677

Capital Improvements: 97,838 Reserves: 1,784,274

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the _____

FY 2002-2003: Revenues: 1,429,800 Expenses: 3,086,562

Capital Improvements: 1,022,000 Reserves: 1,730,897

(For cities and dependent districts) please note charges assigned to water and/or wastewater budget which are transferred to the General Fund: _____

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c. Revenues Sources for the Last Three Fiscal Years for all Agencies: Please fill in amount and percentage of the total of revenues.

FY 2000-2001:

Voter Approved

Sunset Date

Property Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Special Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Service Charges: 1,492,510 % 89.34% ☐ Check for Yes Blank for No _____

Fees: 10,000 % 0.60% ☐ Check for Yes Blank for No _____

Assessments: _____ % _____ ☐ Check for Yes Blank for No _____

Stand-by Charges _____ % _____ ☐ Check for Yes Blank for No _____

Grants: _____ % _____ ☐ Check for Yes Blank for No _____

Other (Specify): Interest/Misc. Amount: 168,168 % 10.06%

FY 2001-2002:

Voter Approved

Sunset Date

Property Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Special Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Service Charges: 1,597,598 % 89.94% ☐ Check for Yes Blank for No _____

Fees: 28,000 % 1.58% ☐ Check for Yes Blank for No _____

Assessments: _____ % _____ ☐ Check for Yes Blank for No _____

Stand-by Charges: _____ % _____ ☐ Check for Yes Blank for No _____

Grants: 33,681 % 1.90% ☐ Check for Yes Blank for No _____

Other (Specify): Interest/Misc. Amount: 117,092 % 6.58%

FY 2002-2003:

Voter Approved

Sunset Date

Property Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Special Taxes: _____ % _____ ☐ Check for Yes Blank for No _____

Service Charges: 1,351,600 % 94.53% ☐ Check for Yes Blank for No _____

Fees: 4,000 % 0.28% ☐ Check for Yes Blank for No _____

Assessments: _____ % _____ ☐ Check for Yes Blank for No _____

Stand-by Charges: _____ % _____ ☐ Check for Yes Blank for No _____

Grants: _____ % _____ ☐ Check for Yes Blank for No _____

Other (Specify): Interest/Misc. Amount: 74,200 % 5.19%

Are areas annexing to your agency accessed stand-by charges (click for yes): ☐

If so what is the amount of the stand-by charge

Are areas annexing to your agency required to pay a share of exting bonded indebttness? (click for yes) ☐

If yes what is the amount:

Agency Name	Ventura County Waterworks District No. 19
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d. Reserves:

Reserve Definitions:

- 1) *Unallocated General Reserves. Funds set-aside for any budgetary short falls during the fiscal year or for purposes not specifically designated in any other reserve fund.*
- 2) *Capital Reserve Fund. Funds for infrastructure expansion, construction and replacement.*
- 3) *Operating Rate Stabilization Fund. Funds to protect users from fluctuations in rates.*
- 4) *Restricted Debt Reserves. Funds set aside to pay back debt.*
- 5) *Other Reserves. Funds set aside for specific purposes (i.e., scholarship, contingency, specify projects), varies by district.*

Reserve Definitions	FY 2002-2003	FY 2001-2002	FY 2000-2001
Total Reserves as % of Total Revenue	146.00%	99.00%	98.00%
Operating Reserves	300,000	295,579	324,666
Capital Reserve Fund	900,279	883,300	804,505
Operating and Rate Stabilization Fund	515,100	589,100	512,800
Restricted Debt Reserves	16,518	16,295	89,372
Other Reserves	391,573		

e. Audits

Date of last independent audit: 2/1/2003

Who conducted last independent audit? KPMG LLP

Was the audit qualified in any way? None anticipated

f. Bonds:

What is your agency's bond rating? County: A & A2

What was the source of the rating? County: Moody's; Standard & Poor's Corp.

Agency Name:

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5. Government Structure (all agencies)

a. Has your agency been involved in a reorganization study in the previous two years? (Check for Yes)

☐

b. Has your agency been the subject of a grand jury in the previous two years? (Check for Yes)

☐

c. Describe any litigations your agency has been involved in the previous two years.

d. Identify any limitations that might affect possible government structure options including:

Enabling legislation/charter:

Pending litigation:

Court judgement:

Legal issues:

Restricted assets:

Financial constraints:

Other:

Agency Name: Ventura County Waterworks District No. 19

6. Service Information (all agencies)

a. Provide a list of services provided by your agency:

Potable water and sanitation services, including administration, billing, customer service, maintenance, design, construction and inspection of the sewer facilities, laboratory services and regulatory compliance

Provide a brief narrative description of the service area for water service.

VCWW District #19 provides water to the community of Somis and surrounding areas. District's water is supplied from local and imported sources. Local water is supplied from three ground water wells, operated and maintained by the District. Imported water comes from the State Water Project through Metropolitan Water District and Calleguas Municipal Water District. The Ventura County Board of Supervisors is the governing body of the District, and all policy decisions are reviewed for recommendation by a Citizen's Advisory Committee

Provide a brief narrative description of the service area for wastewater service.

b. Estimated January population in agency's boundaries: 2,252

Size in acres: 21,300

c. Estimated January 2003 population in sphere influence: 2,400

Size in acres: 27,800

Agency Name Ventura County Waterworks District No. 19

7. Service Information (WATER AGENCIES OR DEPARTMENTS ONLY)

a. Total number of customers Retail 1022 Wholesale: _____

b. Total Number of water service connections in Agency Boundaries

Domestic 695 Agricultural: 293 M()I 9
Reclaimed: _____ Other (specify): Commercial Amount of Other: 25

c. Total Number of water service connections in Agency Sphere of Influence but outside Boundaries:

Domestic _____ Agricultural: 1 M()I _____
Reclaimed: _____ Other (specify): _____ Amount of Other: _____

d. Total Number of water service connections outside Agency Boundaries and Sphere of Influence:

Domestic _____ Agricultural: 1 M()I _____
Reclaimed: _____ Other (specify): Church Amount of Other: 1

e. Shared Facilities:

Provide location information (street address, Assesor's Parcel No. etc.) for each connection outside agency's boundaries:

Address	Parcel Number	Etc...
<u>Grace Farms - 9067 Stockton Rd.</u>	<u>503-0-072-225</u>	_____
<u>Grether Farms - 350 W. Los Angeles Ave.</u>	<u>109-0-061-200</u>	_____
<u>LDS Church - 4345 Las Posas Rd.</u>	<u>163-0-070-180</u>	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

f. Does your agency have a master plan? (Check for Yes) ☒

Date of current master plan: 10/1/1985

Date of previous master plan: _____

Agency Name

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g: Water Facilities (provide for each facility) attach sheets if necessary

Location: Community of Somis and surrounding areas

Miles of Lines 54.62 Type: PVC, AC

Capacity: 3.19 Year built: 1/1/1956

Storage capacity in days 2 Year capacity last expanded: 1998

What permits (local, state, federal) are required:

Calif. Dept of Health Services Water Supply Permit

Are required permits current (check the box for yes) ☒

Does your agency have permit violations: None

Is your agency applying for new permits or permit amendments: No

Date of latest Water Quality Report: 6/1/2003 Are copies posted on the web? (Check for Yes) ☐

h. Water Source Information:

Imported Source: Calleguas Municipal Water District Percentage of total: 93.40%

Reclaimed: Source: _____ Percentage of Total: _____

Other (specify) _____

Source: _____ Percentage of total: _____

Groundwater (list each source and no. of wells):

Source: Well #2 Percentage of total: 6.60%

Source: Well #3 Percentage of total: _____

Source: Well #12 Percentage of total: _____

Source: _____ Percentage of total: _____

Source: _____ Percentage of total: _____

Surface (list each surface source:)

Source: _____ Percentage of total: _____

Source: _____ Percentage of total: _____

Source: _____ Percentage of total: _____

i: Additional Informaion

Does your agency meet the minimum storage requiremnts as recommended by the Ventura County Waterworks Manual? (Click for Yes) ☒

What is you agency's estimated peak demand? 2.95 MGD What is your agency's peak demand capacity? 3.19 MGD

In the event of a power outage what additional resources of power are available: Emergency generator

If your agency relies on groundwater, what additional non-groundwater storage capacity have you developed?

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8. Service Information (WASTEWATER AGENCIES ONLY)

a. Does your agency have a master plan? (check for yes) ☐ SerInfoWWAMP

Date of current master plan: _____ Date of previous master plan: _____

b. Number of wastewater service connections in agency boundaries

Residential: _____ Commercial: _____ Industrial: _____

Other (specify) _____ Amount of Other: _____

c. Number of wastewater services in agency Sphere of influence, but outside boundaries

Residential: _____ Commercial: _____ Industrial: _____

Other (specify): _____ Amount of Other: _____

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

d. Number of wastewater services outside agency boundaries and Spheres of Influence

Residential: _____ Commercial: _____ Industrial: _____

Other (specify) _____ Amount of Other: _____

Provide street address, assessor's parcel no. ect. for each connection outside agency boundaries

Agency Name

Ventura County Waterworks District No. 19

e. Wastewater Service Connections:

Total number of wastewater service connections:

Wastewater treatment facilities (provide for each facility): *include another sheet if necessary*

Location of treatment facilities _____

Miles of Lines _____ Type: _____ Capacity (MGD) _____

Year built: _____ Year capacity last expanded _____

What permits are required for facilities: _____

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? _____

Location of treatment facilities: _____

Miles of lines: _____ Type: _____ Capacity: _____

Year Built: _____ Year capacity last expanded: _____

What permits are required for facilities: _____

Are required permits current (check box for yes) ☐

Does your agency have permit violations? (check box for yes) ☐

Is your agency applying for new permits or permit amendments? (check box for yes) ☐

If yes, what permits? _____

8. Service Information

f. List current share activity with other service providers and provide a brief description

- ☐ Joint Power Authorities (JPA's)
- _____
- ☐ Memorandums of Understanding (MOUs)
- _____
- ☐ Service Agreements:
- _____
- ☐ Purchasing Agreements:
- _____
- ☐ Equipment Sharing:
- _____
- ☐ Insurance Pools:
- _____
- ☐ Joint Funding:
- _____
- ☐ Other:
- _____

g. Agency Function:

List Agency Functions that are Provided by:

Private Contractors: _____

Other: _____

Annual savings produced by using contractors/other agencies _____

Other? _____

List any excess capacity, facilities or staff which can be made available by your agency
